

# Navy Training Management and Planning System (NTMPS)

## USER ACCOUNT APPLICATION FORM

(Please Type or Print Legibly to expedite processing)

**For assistance call 1-866-438-2898 (toll free)**

**SYSTEM (S) DESIRED:** **FLTMPS** (Web enabled standardized Fleet MPT reports with export and download capability)  
**NTMPS** (Web accessible standardized MPT reports with adhoc query capability. Citrix client required)  
**TAD** (COMSUBPAC Activities Only. Citrix client required.)

**ACTIVITY:**

**Command Name:**

**UIC:**

**STATUS:**

**CIVIL SERVICE**

**\* CONTRACTOR**

**\* Note restrictions on**

Contractor access in LEGAL NOTICES. See Contractor Supplement Form (**mandatory**)

**MIL PRD: (MM/YY)**

**MILITARY**

**AD**

**TAR**

**RESERVE**

**LAST NAME :**

**Rank/Rate: (ET1, CDR)**

**Civ – Grade: (GS-12)**

**FIRST NAME:**

**Code/Dept./Div:**

**TEL. NO:**

**COM:**

**DSN:**

**FAX:**

**EMAIL:**

**Reason for access to NTMPS:**

(Note why you need access to NTMPS, including types of data and reports)

**Applicant's Signature:**

**Date:**

→ → → → → → → → → →

**\*\* Mandatory \*\***

**★ Supervisor's Authorization:**  
(Government/Military person authorizing access to personnel data)

**Supv Signature:**

**Note:** I have read the legal notices below. Access to Privacy Act Data (SSNs) **is** **is not** required for applicant.

**Phone:**

(Print) Name/Rank or Grade: → → → →

**GENERAL NOTICES:**

1. Accounts subject to termination when inactive for a period of 90 days.

2. Accounts no longer needed: The Government/Military supervisor is responsible for making sure that the NTMPS office is notified of accounts no longer needed. Fax or phone this information to one of the numbers listed below.

**LEGAL NOTICES:**

1. NTMPS contains identifiable personnel data, which is safeguarded pursuant to the Privacy Act of 1974. This information is to be released only to authorized personnel having a need to know for official uses. Whenever an authorized NTMPS user no longer requires access to the system, the account must be relinquished.

2. Use of NTMPS is monitored to ensure compliance with applicable laws and regulations. The site has security measures in place to protect the loss, misuse, and alteration of information under its control. Personnel granted access to NTMPS who misuse/abuse their account are subject to the penalties established under the Privacy Act of 1974.

3. Authorized NTMPS users shall not allow others to use their account. Anyone who does is subject to immediate termination of their account in addition to penalties under the Privacy Act of 1974.

4. **Contractor personnel** with a legitimate requirement for access to the NTMPS Data Warehouse may be granted access. An "NTMPS Application, Contractor Supplement", signed by their Government/Military contract supervisor must be attached to this application.

5. The Government/Military supervisor requesting NTMPS access for CONTRACTORS is responsible for ensuring that the contractor continues to have a need for access and that they do not misuse/abuse their privileges.

**COMPUTER OPERATING SYSTEM:**

**Windows:** 95 98 NT 2000 XP Other \_\_\_\_\_

**Fax completed application to 1-866-200-9279 (Toll Free)  
 Or 1-850-438-4983 (Commercial)**

**FOR NTMPS OFFICE USE ONLY**

**CNET / NUWC APPROVAL:**

**Initials:**

**Date:**

**Access Level:**

Unlimited

Limited

Activity

Restricted

# **CONTRACTOR SUPPLEMENT TO NTMPS USER ACCOUNT APPLICATION FORM**

**Note:** Access for contractors will be granted only after receiving this supplement attached to an NTMPS application signed by their U.S. Government representative/sponsor. Contractor access will be deactivated after two years or upon expiration of current contract whichever is sooner.

<b>Supported Acty:</b>	<b>Command Name:</b>
<b>LAST NAME:</b>	
<b>FIRST NAME:</b>	
<b>CONTRACTOR'S COMPANY NAME:</b>	
<b>GOVERNMENT CONTRACT #:</b>	
<b>Contract Expires:</b>	
<b>COMPANY ADDRESS:</b>	

<b><u>** Mandatory **</u></b>	
<b>Contract Gov. Supervisor:</b> (authorizing access to personnel data; Government Rep. Name/Phone)	<b>Signature:</b> _____  <b>Note:</b> I have read the legal notices on page one. Access to Privacy Act Data (SSNs) <b>is</b> <b>is not</b> required for applicant.
	<b>Name/Rank/Grade:</b> → → → → → <b>Phone:</b> _____

**Contract Supervisor's Remarks :**

***Attach this signed supplement to the signed application and  
Fax to 1-866-200-9279 (Toll Free) Or 1-850-438-4983 (Commercial)  
For assistance call 1-866-438-2898 (toll free)***